

**JUBILEE BUILDING
UNIVERSITY OF SUSSEX**



BUILDING USERS GUIDE

Building Users Guide

The Building Users Guide is intended to give building occupants, relevant information relating to the safe use of lighting, power, data, phone etc and specialist items of equipment. The guide also provides details relating to Health & Safety and general University policies.

This guide also includes evacuation procedures and what to do in the event of faults.
Revision 2 – April 2019

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SECTION 1 GENERAL

1.1 DETAILS

a) Address

The building address is:

Jubilee Building,
University of Sussex,
Falmer, Brighton,
BN1 9SL

b) Location

The building is located between Arts C and Essex House on campus.

c) Description of building

The Jubilee Building is a 4 storey building consisting of academic office space, teaching space, social space, Post Graduate Research Workspace, the Behavioural Laboratory, Bloomberg Lab and café facilities. The building also includes a 500 seat lecture theatre.

d) Parking

The nearest car park to the building is car park 7, which includes a multi-storey carpark. This is located to the rear of the building. If you are a student or member of staff, to park on campus you need either a parking permit or a pass to park. Students are only permitted to park on campus if they meet specific criteria; staff may pay by monthly salary deduction. A pass to park is issued free of charge and allows you to pay daily using scratch cards. Details can be obtained at: <http://www.sussex.ac.uk/sef/services/transport/campus-parking>

e) Bike storage

There are lots of bike stands on campus where you can park your bicycle. The nearest bike rack is at the front of the building. You should park your bike in one of the designated areas, where cycle stands are provided. You are not allowed to take your bike into buildings, nor leave it where it is liable to cause an obstruction, e.g. secured to a fence alongside a walkway or at the entrance to a building. For safety reasons, bikes found secured to railings or other street furniture will be removed. Please also keep to the designated cycle paths on campus. Shower facilities are present within the building on the ground, second and third floors. For further information, please refer to: <http://www.sussex.ac.uk/sef/services/transport/bike>

f) Smoking areas

The University's Smoking Policy

- prohibits smoking in all University buildings, including all university owned or managed residential accommodation both on and off campus and prohibits smoking within at least two metres of any part of a University-owned or managed building
- prohibits smoking in University vehicles
- designates external areas where smoking is allowed, not closer than two metres from the building, but please move as far away from the building and any open windows, as possible.

1.2 EMERGENCY & EVACUATION

a) Emergency Actions

In the event of an emergency seek assistance by contacting ext 3333 and/or raise the alarm as soon as possible.

Action on discovering a fire:

- Sound the alarm by activating the nearest fire alarm manual call point (red break glass). The alarm may also activate automatically where heat and smoke detectors are installed.
- Contact the campus security via the emergency number, ext 3333 to inform them of the fire and to obtain assistance (01273 873333 from a mobile or external phone line).
- Only attempt to put out the fire using portable fire extinguisher if it is safe to do so
- Make your way out of the building and report to the assembly area. The fire assembly points are located at the rear of the building in the car park (Fire Assembly point 26) and on the step at the front of the building (Fire Assembly point 27). All occupants of the building are to familiarise themselves with the fire assembly points.

In the event that First Aid is required:

Call for help and contact the emergency team on ext 3333. There are a number of qualified First Aid staff in the building.

b) Evacuation Procedures

The fire alarm is a loud two-tone siren. In some areas there are also red flashing strobe lights to assist those with impaired hearing.

On hearing the fire alarm - immediately leave the building by the nearest available safe exit. The lift should not be used as a means of escape. Your nearest available means of escape are via the main staircases, which lead to the building exits which are clearly signposted.

On leaving the building go directly to the Assembly Area located at the front of the building (Fire Assembly points 26 and 27) and remain there until given further instructions. Stay well away from the building at all times during an emergency. Do not return to the building until you are given permission to do so.

Please make yourself familiar with the fire action notices which are displayed at the fire alarm manual call points.

c) Evacuation Procedures for persons with disabilities

If you have a disability which would mean that you need assistance with evacuating the building or you have any concerns about your ability to evacuate the building (without the use of the lifts) then you should contact the School Administrator (via the School Office) and a Person Emergency Evacuation Plan can then be developed which will suit your needs.

d) Fire Precautions

Fire Doors protect escape routes from smoke and fire and should not be compromised or kept propped open at any time. Escape routes must be kept clear from any obstruction or storage.

Floors and walkways should not be used for general storage. To facilitate disabled access through the building a number of fire doors are left open during normal operation on magnetic

holdback locks. These doors are located throughout the building on corridor areas and carry the sign 'Automatic Fire Door Keep Clear'.

Extinguishers are provided for firefighting only and must never be used for propping open fire doors.

Never obstruct the ventilation of electrical equipment. All items of electrical equipment should be switched off when not in use especially at night and weekends. Close all doors and windows when leaving the office in the evening. Avoid storing combustible materials near sources of heat.

d) Contact numbers

Security Office (General) ext. 8234

Security Office (Emergency) ext. 3333

Health and Safety Office ext. 7116

Premises Supervisor ext. 3137

School Office ext. 2668

For University contact list, please refer to:

<http://www.sussex.ac.uk/profiles/search/>

1.3 HEALTH & SAFETY

a) General H&S Guidelines

General Health & Safety information, including the University Health & Safety policy, can be found at the following:

<http://www.sussex.ac.uk/hso/>

b) Contact Numbers

Your school office should be contacted, in the first instance, regarding any Health & Safety issues. Further advice can be sought from Health, Safety & Wellbeing (ext 7116) regarding any Health & Safety issues or concerns including, but not limited to:

- Safety inspections, training and information
- Risk assessments
- Safety signs
- Personal protective equipment
- Hazardous materials, etc.

c) COSHH and Storage

The Control of Substance Hazardous to Health regulations (COSHH) gives guidelines for the storage and usage of certain prescribed items. Details can be found at:

<http://www.sussex.ac.uk/hso/healthandsafety/controlofsubstanceshazardoustohealthcoshh>

Any hazardous or potentially harmful materials marked with an appropriate orange warning label must be stored in line with recommendations.

d) Working with Computers

Your computer and work station should be organised to enable you to work safely and comfortably. Some staff may have visual impairments or experience visual difficulties when viewing display screens. Eye sight testing is available for all staff using computer equipment. For further information please refer to :

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=microsoft-word---conhazsubsjan05-final.pdf&site=332>

e) Office equipment

Do not attempt to repair or modify any electrical equipment. Please report these problems (and other maintenance related matters) to your School Office. Be aware of the dangers associated with the operation and maintenance of certain office equipment e.g. photocopiers, printers etc which may cause electric shock or injury.

Personal electrical appliances should not be brought into the building unless approved by the School Administrator and have been tested for electrical safety (PAT testing).

f) Out of Hours Working

It is important that if you choose to work out of hours that you make yourself familiar with the Lone Working policy available at:-

<http://www.sussex.ac.uk/hso/wellbeing/lworking>

Out of hours working in the Jubilee Building would mean working outside the operating hours of Monday to Friday 7.30am to 7pm.

Ensure that you are also familiar with the Business School Guidance on Lone and Out of Hours working, which are available at the following link:-

<https://www.sussex.ac.uk/business-school/internal/>

g) Lifting and Carrying

Caution should be taken when lifting and carrying objects such as reams or boxes of paper and you should ensure that anything lifted is within your own capability. Heavy objects must not be lifted unless you have been specifically trained and are capable of doing so.

Anyone with any previous back problems or who may be pregnant should not lift or carry any heavy items under any circumstances. Take care not to create a lifting hazard for others by over filling waste bags and bins and heavy items should not be stored at high level storage.

h) Accident and Reporting

If you have had an accident or a near miss at work then you should:

contact your [Accident/Incident Reporting Access per school/unit \[PDF 172.81KB\]](#) and they will complete an online report. If you are unable to contact your Health and Safety Incident Reporter, please contact the Health and Safety Office, healthsafety@sussex.ac.uk

1. a copy of the online report will go to the Health and Safety Office (HSO) who will investigate the accident
2. the HSO will contact you to enquire about your wellbeing after the accident and to ask for any further information about the accident, if necessary
3. the HSO will liaise with the Health and Safety Coordinator (HSC) and arrange for any remedial work to be carried out to prevent another accident happening

SECTION 2

ENERGY EFFICIENCY / ENVIRONMENTAL

2.1 ENERGY CONSERVATION

Energy conservation within the Jubilee Building is the responsibility of all users. We are committed to reducing the amount of energy that we use and as a consequence new and refurbished buildings are designed with this in mind.

The Estates & Facilities Management Division is committed to minimising the environmental impact of our activities and to the safeguarding of our campus heritage, buildings and grounds. Our chosen approach to managing the environmental impacts of the University is via an approved Environmental Management System (EMS).

The University joined EcoCampus, which is an Environmental Management System (EMS) and award scheme for the higher education sector. The scheme allows universities to be recognised for addressing key issues of environmental sustainability.

For more information please refer to:

<http://www.sussex.ac.uk/sef/services/sustainability>

2.2 WASTE DISPOSAL

The administration and academic buildings have their waste and recycling collected by an external contractor. General waste is collected Monday to Friday, and recycling is collected Mondays, Wednesdays and Fridays.

Bin stores are located on each floor throughout the building and cater for both recycling and general waste.

Please note it is the responsible of office occupants to remove rubbish from the rooms into the communal bin areas, on a daily basis.

Full details of the University's waste management can be found at:

<http://www.sussex.ac.uk/sef/services/waste>

SECTION 3 BUILDING

3.1 GENERAL

a) Building layout

Ground Floor – The ground floor comprises of the main entrance, central atrium, seminar rooms, school office/reception, plant room, entrance to the 500 seat lecture theatre, flexible workspace, student workspace and pods, a café and a range of seating areas.

First Floor – The First floor comprises of a mixture of office space, seminar rooms, Behavioural Laboratory, Bloomberg Lab, various break-out areas, and a 60 seat lecture theatre.

Second Floor - Second Floor comprises of individual offices, student workspaces, staff/PhD social space and meeting rooms. The Premises Supervisor and porters are also located on this floor, next to the delivery point for the building at the rear of the building.

Third Floor – The third floor comprises of individual offices, student workspaces, staff social space and meeting rooms.

Lecture theatre – 500 seat lecture theatre.

b) Operational information

Operating Hours:

The Jubilee Building is open to all between the hours 7.00am and 7.00pm.

Food & Drink:

The café is situated on the ground floor, adjacent to the 500 seat Lecture theatre. The café typically opens at 8.30am but has various hours depending on term or non-term. The consumption of food and drinks is not permitted in seminar and lecture spaces during lessons.

Staff tea points and spaces are provided on each floor in the Jubilee Building.

3.2 MAINTENANCE

a) Programmed

Sussex Estates & Facilities division carry out a programme of planned preventative maintenance on all essential installations.

From time to time remedial works, which are deemed necessary following planned maintenance visits, may cause temporary disconnection of supplies, services or a loss of coverage. Appropriate notice will be given and individuals should contact the Business School Office Reception team or Sussex Estates and Facilities should there be any queries.

During the periodic full-scale cleaning operation to the internal high-level windows, there may be some requirement to re-position items of furniture within the atrium and in office space to accommodate this.

b) Defects/Other works required

By design, the building should present no restrictions in the daily operations of staff and students. If however something does go wrong with the building or any item within the building, the details of the fault should be highlighted to the Business School Office Reception team (business-school@sussex.ac.uk or ext. 2668).

Such issues may include door and window problems, the presence of cracks in walls, ceiling etc, problems with water and heating supply, or any electrical services.

c) Portable Appliance Testing

There is a requirement to carry out regular testing of all portable electrical appliances in all areas of the University. The responsibility for this lies with the school and should be carried out in line with the university Portable Appliance Testing Policy.

Any queries relating to the testing of any appliances should be forwarded to the Business School Office Reception team.

No appliances should be used within the building, such as lap tops etc., without first being PAT prior to use.

3.3 INSTRUCTIONS

a) Windows

External rooms are fitted with openable windows and/or automatic actuators. Any defects on window locking systems must be reported immediately to the Business School Office Reception Team (business-school@sussex.ac.uk or ext. 2668). It is everyone's responsibility to ensure that all windows are closed when leaving the building.

b) Doors

Some doors, both internally and externally to the building, are on access control giving limited or no access to unauthorised personnel. Access control cards will be issued to individuals where appropriate. Keys to offices are issued by the Premises Supervisor. Individuals are responsible for all keys issued. Replacement keys/access cards will be charged.

c) Disabled Facilities

Various facilities are included within the building to accommodate users with disabilities and impairments.

Able bodied building users should however bear in mind that from time to time wheelchair users will require additional assistance.

All appropriate toilets are fitted with disabled alarms which, once operated, will sound a buzzer and light at the toilet and at the security office.

The fire alarm system is equipped with disabled refuge call points. These are positioned in 'areas of relative safety' for wheelchair users to communicate with anyone involved with evacuating the building. All wheelchair users should familiarise themselves with the location of these areas around the building.

Automatic door openers have been installed on the entrance doors to the building. Where possible, corridor fire doors are left open during normal operation with the use of magnetic holdback devices to facilitate access.

d) Reporting problems

If there are any problems with any aspect of your building, or you have any concerns, then you should contact The Business School Office Reception Team (business-school@sussex.ac.uk or ext. 2668). In order to speed up the solution of your problem, the following information will usually be required:

- Building name
- Your name, room number and location of problem (if different)
- Nature of problem
- Suspected cause of problem

3.4 SECURITY

Staff & students should be aware of their own security and that of others, including belongings, at all times. All building users should bear the following points in mind:

- Do challenge unknown persons if in restricted areas. Give directions and help to direct them to the appropriate person or area
- Lock doors that can be locked, whenever possible
- Don't let anyone unknown to you, follow you through an access controlled door
- Ensure any valuable items are locked away or kept with you
- Staff are required to wear their ID at all times whilst in the building

Any queries or concerns in relation to security may be addressed to either the Business School Office Reception Team (ext. 2668), the Premises Supervisor (ext. 3137) or Campus Security (ext. 8234).

SECTION 4 BUILDING SERVICES

4.1 INTRODUCTION

a) Building services

The building services installations include, but are not limited to, the following:

- Lighting and emergency lighting
- General Electrical Power
- Data and Telecommunications Network (including wireless I.T. network)
- Fire Alarm
- Access Control System
- Lifts
- Induction loop system
- Disabled WC Alarm
- Door hold open services

The services have been designed to provide an environment that is safe, functional, comfortable and energy efficient for the users of the building.

b) Specific design considerations

The building services design for the building was carried out in line with the appropriate British Standards, Industry Standards, and best practice guides at the time of design. This makes the building as safe as possible for all the occupants and service staff, while maintaining functionality.

c) Reporting problems

If there are any problems with any building services item, or you have any concerns, then you should contact the Business School Office Reception Team (business-school@sussex.ac.uk or ext. 2668).

In order to speed up the solution of your problem the following information will usually be required:

- Building name
- Your name, room number and location of problem (if different)
- Nature of problem
- Suspected cause of problem

4.2 LIGHTING

a) Function

A majority of the lighting is served by way of automatic presence detectors. The detectors cover various zones within each room meaning the lighting will be activated as a person moves into each zone or room. After a predetermined time without anyone being detected within a zone the lights will be automatically switched off. Some areas, such as the staff social spaces and seminar rooms, are fitted with manual light switches. These will need to be turned on manually, but will automatically switch off should no presence be detected for a period of time.

b) Location of equipment

The lighting is fed from distribution boards located in dedicated risers throughout the building. These areas are locked and should only be accessed by Estates personnel and contractors. These distribution boards contain the protective devices which will disconnect the supply to the lights in the case of a fault or for maintenance. Staff and students should not access these boards but should contact the Business School Office Reception Team (business-school@sussex.ac.uk or ext. 2668) if there is a problem.

4.3 EMERGENCY LIGHTING

a) Description

The emergency lighting is designed to come on only in the event of a mains failure in one area. The emergency lighting consists of self-contained light fittings which are normally off, and includes ceiling mounted lights and exit signs. Predominantly, the emergency lighting is integrated within the general light fittings and will not be discernable from the general fittings. Each emergency light fitting has a battery pack in it which is regularly checked and tested. When there is a loss in power supply these emergency lights automatically switch on using the supply from the battery.

b) Location of equipment

The emergency lighting takes a power supply from the same distribution boards as the general lighting. This supply charges the batteries in the light fittings. This charging of the emergency lighting is signified by a green LED on the side of the emergency light fittings. These distribution boards are located in dedicated risers throughout the building. These risers are locked and should only be accessed by Estates personnel and contractors.

4.4 POWER INSTALLATION

a) Description

The power is distributed mainly through floor boxes within each room. Some wall mounted sockets are also available.

The power distribution boards are located in the electrical risers and plant rooms and contain all the protective devices which are in place to ensure that the electrical supply to any circuit or board is disconnected immediately upon detection of a fault.

b) Location of equipment

Fed by the main switch board, the power distribution equipment is located in the same risers and plant rooms as the lighting equipment. The power outlets are located within floor boxes within the room

4.5 DATA/PHONE INSTALLATION

a) Description

The data network installation comprises fixed connection points and wireless access points throughout the building. Should any issues arise with regards to data connectivity, then please contact the IT Services on ext. 8090, or find further information at

<http://www.sussex.ac.uk/its/>

Telephones are present in all office and teaching spaces. Emergency phones are located externally to the building and provide a direct link with the University's Security office in the event of an emergency.

For frequently asked question with regards to phones, please refer to the link below:

<http://www.sussex.ac.uk/its/services/staffservices/telephones/telephonesfaq>

b) Location of WiFi equipment

WIFI signal generators are located throughout the building to provide wireless connectivity to all authorised network users.

4.6 FIRE ALARM

a) Description

The fire alarm is designed to provide early warning of a fire situation to allow safe exit for all occupants and to protect the contents of the building. The fire alarm system consists of automatic detectors, break glass units (red in colour), sounders and other ancillary items which are employed to limit the damage or injury which can be caused when a fire starts.

b) Location of equipment

The fire alarm equipment is located throughout the building. The main panel is located in the main entrance in the security office, with repeater panels located at the rear door on level 2 on the west side of the building and between the second and first floor fire exit on the North side of the building.

In the event of a fire alarm being raised the corridor doors that are normally held open on magnetic hold-open devices will release and close, and the magnetic locks on the main entrance doors will be released.

c) User instructions

If you discover a fire you should immediately raise the alarm so that other people can exit the building safely.

If you have to raise an alarm the call point is activated by pressing the centre of the glass. This will either be white or clear. This glass is designed so that it will break easily without causing injury. The sounders will operate within a few seconds of the glass being pressed. The sounders will emit a two-tone sound when in operation.

In addition, the following will occur:

- Red flashing lights will be activated on building exterior at roof level
- All passenger lifts will return to the second floor and remain at this location

If the main panel is making a beeping noise when you enter the building you should report this to the Business School Office Reception Team (business-school@sussex.ac.uk or ext. 2668) as a fault.

The fire alarm is tested weekly on a Wednesday morning, with the test causing the alarm to sound.

A disabled refuge call system is provided in the building for use by people with disabilities. The system comprises a main control unit located at the front entrance lobby and a number of call speech units located at protected stair landings. In the event of someone being unable to negotiate the stairs in the event of a fire, the person should remain in the protected area and press the call button. This will alert the fire evacuation officer who will arrange for the person to be assisted when leaving the building.

d) Fire Fighting Equipment

Fire-fighting equipment such as extinguishers are supplied at various locations around the building. The use of the fire extinguishers is not generally recommended on anything other than very small fires. The correct type of extinguisher must be used and can be identified by the coloured band on the red canister.

Building users should familiarise themselves with the locations of the fire extinguishers and the restriction on their use. The label on the extinguisher will detail the sort of fire it should be used on.

4.7 ACCESS CONTROL SYSTEMS

a) Description

The security access control is intended to restrict access, at certain times, to authorised people only. Access control points are defined by the schools requirements.

b) User instructions

During normal opening hours, all entrance doors to the Jubilee Building will be open. Outside of these hours, personnel (who have access privileges) must present their access card within a few centimetres of the keypad or key in their access code to release the locking mechanism. The same procedure should be followed when entering other access controlled areas. Door may be released by pressing the green 'press to exit' button which is located to the left of the door.

During normal opening hours wheelchair users can access or leave the main doors of the building by pressing the push-pad with the wheelchair symbol at the main entrance door. This will power the door open using an overhead door opening unit and hold it in the open position for a predetermined time. Outside normal working hours, wheelchair users (who have access privileges) should present their access card at the keypad first and then press the wheelchair button to open the doors.

All access controlled doors which are on escape routes are automatically set to the unlocked state when the fire alarm is activated to allow quick and safe exit. In the unlikely event that the locks do not release automatically during an emergency, a green break glass unit is provided to release the locks.

Any queries relating to access should be directed to the Business School Office Reception Team in the first instance.

4.8 LIFT INSTALLATION

a) Description

There are 2 lifts installed in the building:

- 1 general use passenger lifts (located at North end of building), and
- 1 general/goods lift (located at south end of building)

Both lifts are evacuation lifts, but can only be used as such by authorised personnel. Both lifts return to the second floor on activation of the fire alarm.

b) Location of equipment

The main passenger lifts are located at the north and south ends of the building and serve all floors.

c) User instructions

Generally: In order to call the lift, the user should press the button on the landing outside for the direction of travel required. When the lift arrives the door will open automatically and the user can enter the lift and press the destination floor.

d) Emergency procedures

If the lift stops unexpectedly and the doors do not open, do not try to force the doors open as you may have stopped between levels. The emergency call button should be pressed and held for about 5 seconds. You will be in immediate contact with the security office and they will be able to advise you on what course of action is required.

4.9 DISABLED TOILET ALARM

a) Description

A disabled toilet alarm has been installed in all disabled toilets.

b) Location of equipment

Equipment for activating an alarm is located at each toilet

c) User instructions

To operate the alarm in the toilet, the red pull cord needs to be pulled. The red pull cord is left long to the floor to aid a person who may have fallen onto the surface. This will operate a buzzer in the toilet, outside the toilet, and at the security office. The buzzer outside the toilet will also be accompanied by a red indicator above the door. The alarm can be silenced inside the toilet by pressing the reset button next to the light switch. After responding to the alarm it can only be silenced at the toilet by pressing the reset button.

4.10 DOOR HOLD OPEN DEVICES

a) Description

To facilitate access through the building a number of fire doors are left open during operation by the use of magnetic holdback devices. On activation of the fire alarm, these are released and the doors automatically close. Doors which operate in this manner have been fitted with a sign: 'Automatic Fire Door Keep Clear'.

b) Location of the equipment

The magnetic holdback devices are fitted on the ground, first, second and third floors on fire doors which are normally located at the end or middle of a major corridor.

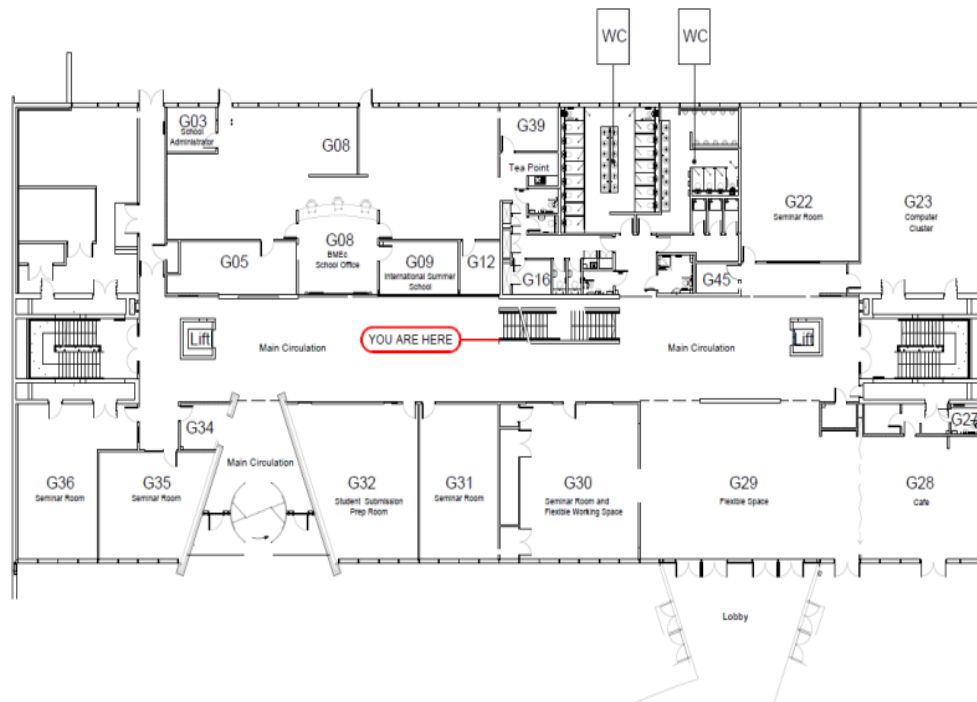
c) User instruction

In normal operation these doors should be kept open by use of the holdback. If any are found closed they should be opened to 90° and pressed against the holdback unit which should engage with the receiving magnet located on the door leaf. There is no intervention required in the event of a fire alarm. The magnetic holdback device will release and the doors will close automatically. If a fault occurs then it should be report to the Business School Office Reception Team (business-school@sussex.ac.uk or ext. 2668).

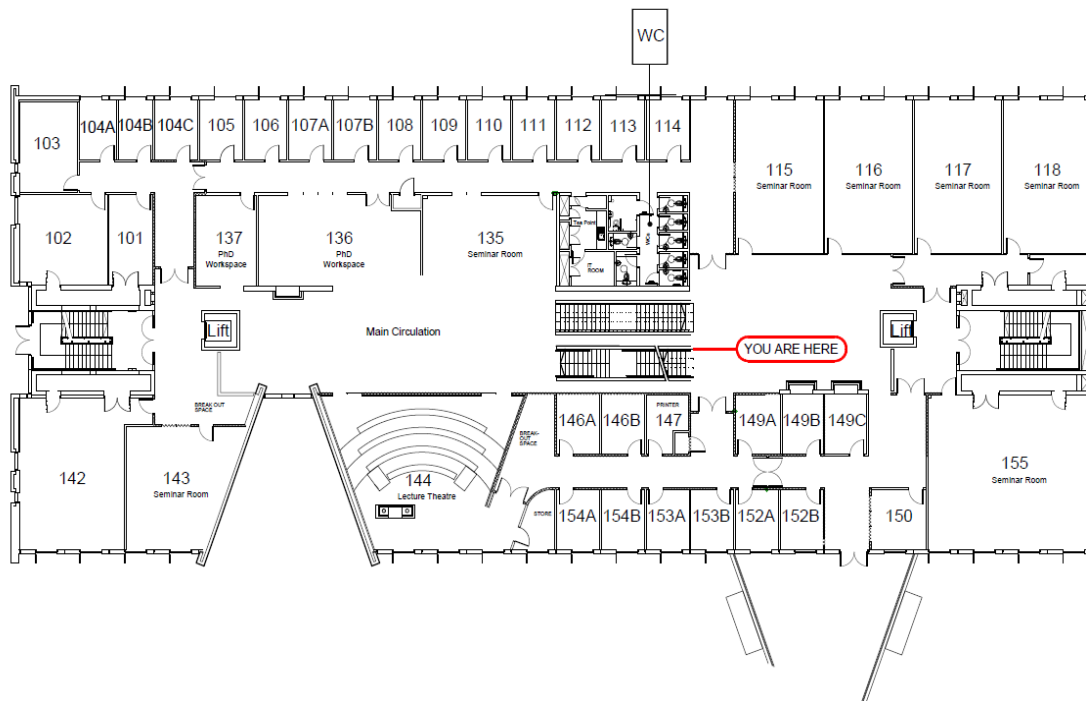
SECTION 5

BUILDING DRAWINGS

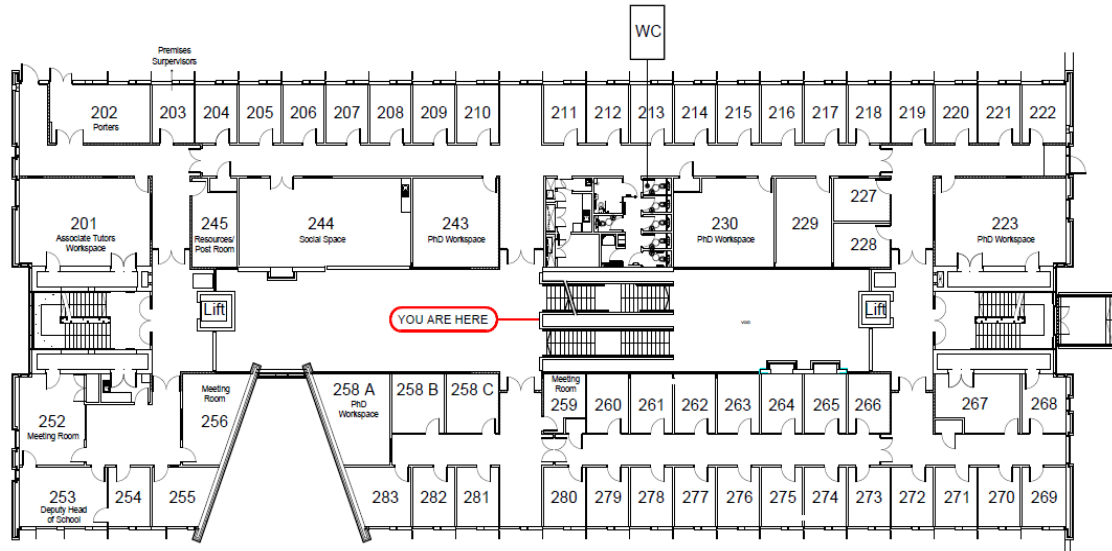
JUBILEE BUILDING / GROUND FLOOR



JUBILEE BUILDING / FIRST FLOOR



JUBILEE BUILDING / SECOND FLOOR



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